

Navigating Our Site

<http://www.prevlink.org>

About Web Pages

A page is the basic unit of every Web site. You view Web pages using a browser like Microsoft Internet Explorer. Some things you might see on a page include:

Links

A link, or hyperlink, takes you to another page, graphic, or related file. Sometimes links are text; sometimes they are pictures. Text links often look like this: they are underlined and may be in color. Your mouse pointer changes to a pointing finger when you move it over a link. Click the link to go to the page or graphic "pointed to" by the link. Links are also used to navigate around a web site. Once you have visited a link, it is common for it to change to a different color.

- You can find links to the main sections of our web site in the right column and links to documents in each section in Jump Menus located either at the top or bottom of pages. When you click on a link in our site, it will change colors while it is moving from the current page to the new page. Once you have clicked on a link and visited a page, the link will become a different color to help you see where you have been!

Text

Web page text can be formatted so that words appear in different styles (bold or italics) and different type sizes. The text in Web documents can be organized into body text and several levels of headers, to help identify what you read.

Pictures

There are several kinds of pictures on a Web page:

- Inline pictures form part of a page and can be integral to its design. You may choose not to display pictures in order to speed up download time. However, turning pictures off may also hide navigational features and links.
- Background pictures use colors, images, and patterns as background design elements.
- Downloadable pictures are separate files that are external to a page. You can download these pictures and save them on your hard disk, where they can be viewed on- or off-line. In addition to external pictures, Web pages can point to external sound and video files.

Forms

Forms usually consist of text boxes, lists or menus, radio buttons, and check boxes that allow you to submit information to a Web site. Forms are often used in customer surveys, polls, subscriptions, or on-line purchases. Forms usually have Send, Submit, Reset, or Cancel buttons to aid you in sending your information to the Web server.

- We use forms to help you order materials directly from our web site. We have an order form for general information, ""The Right Stuff" for people living in Nebraska, and "The Right Stuff" for people living outside of Nebraska. We also have a form for contacting us.

Jump Menus

A jump menu is a pop-up menu in a document listing options that link to documents or files.

- We use Jump Menus to help you navigate within the sections of our web site. Jump menus are located at either the top or bottom of the page within sections. To use the Jump Menu, simply click on the menu that has the header of the section you want more information about and it will open and you can select any of the titles in the section by clicking on that title.

Frames

Frames present information in several windows on a single page. This feature is especially useful when the same information, such as a Table of Contents, is repeated in many places across a complex site. Pages with more than one frame can only be saved and printed one frame at a time.

Tables

Tables present information in rows and columns. A table can contain text, pictures, and links.

- We use tables to present complex information in an easy to read format. Each of our pages uses a table to make the layout visually identical and easy to navigate..

About Zipped (Compressed) Files

Files are zipped, or compressed, for two basic reasons: to fit a number of files into one space or to reduce one very large file to a smaller size. Compressed files download faster and save storage space, but they must be decompressed before you can use them.

Most compressed Windows files end with a .zip file extension and most compressed Mac files end in a .sit file extension, and these compression formats are often not cross-platform compatible.

In most cases, you will not need additional software to compress or decompress your files. This software can be found by searching on sites like <http://www.cnet.com> in the downloads section for "Utilities : File Compression." WINZIP is a very popular program for zipping and unzipping files and can be found at <http://www.winzip.com/> or by following this LINK .

To Print A Web Page

On the File menu, click Print. Set the printing options you want. To print a frame or item in a Web page, right-click the frame or item, and then click Print. You can preview how a Web page will look and see how many printed pages it will be by clicking the File menu and then clicking Print Preview.

Saving Adobe PDF Files

Click on the diskette icon in the tool bar above the document to save it or look for a FILE-SAVE option in your browser.

About Web Terms

Browser

A program that displays Web pages.

Home Page

A Web page that your browser opens each time it is run, or, the "main" page of a Web site.

Hyperlink

(Also links). Text or images that bring you to another place, either on the same page, another page, or another site entirely. Hyperlinks often appear as blue, underlined text. They can also be graphics. The mouse cursor usually changes to a pointing finger over hyperlinks.

Surf

To move from one Internet location to another, usually by clicking a series of hyperlinks.

URL (Uniform Resource Locator)

An "address" pointing to a certain site on the Internet. See Understanding Internet Addresses to read more on the parts of a URL.